

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: ADMINISTRATION	STANDARD NO. CSS-01-103
	SUBJECT: ORIENTATION FOR EMPLOYEES	PAGE: 1 of 2
REFERENCES: None		DATE ADOPTED: 7/01/06 DATE REVIEWED:

STANDARD: Written policy, procedure and practice provide that all new full-time employees receive forty (40) hours of orientation prior to case assignment; provisions exist for acknowledging and giving credit for prior training received. All prior training shall be documented. An orientation checklist shall be filed in the employee's personnel file upon completion. Orientation topics shall include, but not be limited to:

- Overview of the Juvenile Justice System
- Kansas Juvenile Justice Code Book
- Balanced and Restorative Justice Model
- Communities That Care Model
- Juvenile Justice Reform Act
- Graduated Sanctions
- Community Agency Supervision Information Management System (CASIMS)
- Review of personnel and program policies and procedures
- Tools and techniques for effective juvenile supervision
- Review of community resources
- Work place diversity
- Cultural diversity
- Courtroom protocol
- Confidentiality
- Staff work place, field safety and safety/security issues
- Universal precautions
- Mandated reporting
- Sexual Harassment

DISCUSSION: All new full-time employees, regardless of status or title, should have at least 40 hours of general orientation to the policies, organizational structure, programs and regulations of the Community Supervision Agency and the Juvenile Justice Authority. This training should be completed within thirty (30) calendar days and before the employee receives a case assignment. If the employee has had training in these areas prior to employment, he/she should receive credit and not be required to repeat this training. All previous training shall be documented. An orientation checklist shall be filed in the employee's personnel file upon completion. The staff person completing each assignment shall initial the form to signify completion.

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: ADMINISTRATION	STANDARD NO. CSS-01-103
	SUBJECT: ORIENTATION FOR EMPLOYEES	PAGE: 2 of 2
REFERENCES: None		DATE ADOPTED: 7/01/06 DATE REVIEWED:

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.